

Key Information Summary Sheet

Training Seminars:

Significant Changes to the 2015 International Building Code

Invitation for Bids No.15-22-01



IFB Issue Date:	August 25, 2014
Procurement Officer:	Jean Peterson Peterson@mdhousing.org 410-514-7358 (FAX) 410-514-7313
Submit Bids to:	Dept. of Housing and Community Development Attention: Jean Peterson 100 Community Place, Room 3.607 Crownsville, MD 21032-2023
Bids Due:	September 13, 2014, 12:00 noon 100 Community Place, Room 3.607 Crownsville, MD 21032-2023
Anticipated Contract Start:	October 15, 2014
Anticipated Completion Date:	June 30, 2015 for FY2015 June 30, 2016 for FY 2016

Minority Business Enterprises and Small Businesses are encouraged to respond to this solicitation
Notice: Any prospective Bidder who received this document from a source other than the Issuing Office should immediately advise the Issuing Office of its name and mailing address, so that amendments to the IFB and other communications can be sent to them.

STATE OF MARYLAND
NOTICE TO VENDORS/CONTRACTORS

To help us improve the quality of State solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes to provide comments and suggestions regarding the enclosed solicitation. Please return your comments with your bid/proposal or, if you have chosen not to respond, fax the completed form to 410-987-4676.

1. If you have responded with a "no bid" please indicate the reasons below:

- ☐ Other commitments preclude our participation at this time.
- ☐ The subject of the Contract is not something we normally provide.
- ☐ We are inexperienced in the work/commodities required.
- ☐ Specifications are unclear, too restrictive, etc. (Please Explain in Remarks Section)
- ☐ The scope of work is beyond our current capacity.
- ☐ Doing business with Government is simply too complicated. (Please Explain in Remarks Section)
- ☐ We cannot be competitive. (Explain in Remarks Section)
- ☐ Time allotted for bid/proposal is insufficient.
- ☐ Start-up time is insufficient.
- ☐ Bonding/Insurance requirements are prohibitive. (Explain in Remarks Section)
- ☐ Bid/Proposal requirements (other than specifications) are unreasonable or too risky. (Explain in Remarks Section)
- ☐ MBE requirements (Explain in REMARKS section)
- ☐ Prior experience with State of Maryland contracts was unprofitable or otherwise unsatisfactory. (Explain in Remarks Section)
- ☐ Payment schedule is too slow.
- ☐ Other: _____

2. If you have submitted a bid or proposal, but wish to offer suggestions or express concerns, please use the Remarks section below. (Use reverse or attach additional pages as needed.)

REMARKS: _____

Vendor Name: _____ Date _____

Contact Person: _____ Phone _____

Address: _____

TABLE OF CONTENTS

Key Information Summary Sheet		Cover
<u>Section</u>		
1. General Information		1
2. Minimum Qualifications		3
3. Scope of Services		3
4. Technical Offer and Price Bid Content		6
5. Bid Evaluation and Contract Award		7
Attachment A.		Contract Form
Attachment B.		Bid Affidavit
Attachment C.		Price Bid Form

SECTION 1 - GENERAL INFORMATION

1.1 Purpose

The Maryland Department of Housing and Community Development (DHCD) is seeking the services of a Contractor to provide eight (8) half-day training seminars based on the publication Significant Changes to the International Building Code, 2015 edition, issued by the International Code Council. The first 4 training seminars will be conducted by 6/30/2015 for fiscal year 2015. The remaining 4 training seminars will be held between 7/1/2015 and 6/30/2016 for fiscal year 2016.

1.2 Procurement Method

This contract is a small procurement contract, as defined in COMAR 21.05.07.01 B (4), and will be awarded in accordance with small procurement regulations under COMAR 21.05.07.

1.3 Multi Step Sealed Bidding

This solicitation follows the multi-step sealed bidding process, which is described in COMAR 21.05.02.17 as a two-phase process in which bidders submit unpriced technical offers or samples, or both, to be reviewed by the State and a second phase in which those bidders whose technical offers or samples, or both, have been found to be acceptable during the first phase have their price bids considered.

1.4 Questions

Questions will be accepted from prospective Bidders and should be submitted in a timely manner to the Procurement Officer only. E-mail submission of questions is preferable, but questions will also be accepted by phone, mail or facsimile to the Procurement Officer. The Procurement Officer will decide whether an answer can be given before the closing date, based on the availability of time to research and communicate an answer. Answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors who are known to have received a copy of this IFB.

1.5 Bid Submission Requirements, Deadline and Bid Opening

Submit an original and three (3) copies of the technical offer and other required documentation in a sealed envelope captioned "Technical Offer – Training Seminars based on the Significant Changes to the International Building Code 2015 edition issued by the International Code Council" and an original and three (3) copies of the price bid (Attachment C) in a separate envelope captioned "Price Bid – Training Seminars based on the Significant Changes to the International Building Code 2015 edition issued by the International Code Council" to the Issuing Office not later than the closing date and time noted on the Key Information Summary Sheet. The price bid shall be broken down into 2 parts, one for fiscal year 2015 and the other for fiscal year 2016.

Allow sufficient mail and internal delivery time to ensure receipt of bids at the Issuing Office prior to the closing date and time. Bids submitted by e-mail or facsimile will not be accepted. No late bid or late request for bid modification or withdrawal will be considered. Requests for extensions of the closing date or time will not be granted.

Bids will be opened in accordance with the provisions of COMAR 21.05.02.11. Bids opened will not be returned.

1.6 Preparation of Bid Form

Do not alter or change any wording on any bid form. Bids that are obviously unbalanced, or that include alteration of forms, omissions, irregularities, and/or conditional bids may be deemed non-responsive and rejected. Bids shall be typewritten or written legibly in ink. All erasures, strike-throughs or other alterations shall be initialed in ink by the signer.

All bids shall be signed in ink as follows:

- Individual/Sole Proprietor – Sign with full name and address.
- Partnership – Partners shall sign with full names and business addresses
- Limited Partnership – General partners shall sign with full names and business addresses.
- Corporation – An officer of the corporation shall sign with full name and title and shall include the name and address of the corporation.
- LLC or LLP – The member of the LLC authorized to obligate the LLC or LLP shall sign with full name and business address.

1.7 Procurement Officer and Issuing Office

The sole point of contact at the State for purposes of this IFB is the Procurement Officer at the Issuing Office listed on the Key Information Summary Sheet.

1.8 Contract Manager

After contract award and throughout the course of the project, the Contract Manager listed below will schedule and review the Contractor's work and monitor the performance of the Contractor.

Steven Shen
Codes Administration
Division of Credit Assurance
Department of Housing and Community Development
100 Community Place
Crownsville, Maryland 21032-2023
Phone: (410) 514- 7214
Email: Shen@mdhousing.org

1.9 Duration of Bid

Bids submitted in response to this IFB are irrevocable for 90 days following the bid opening date. The Procurement Officer may extend this period, with the Bidder's written consent.

1.10 Revisions to the IFB

If it becomes necessary to revise this IFB, amendments will be provided to all prospective Bidders that were sent this IFB or otherwise are known by the Procurement Officer to have

obtained this IFB. Failure to acknowledge receipt does not relieve the Bidder from complying with all terms of any such amendment.

1.11 IFB Cancellation / Rejection

The State reserves the right to cancel this IFB at any time prior to contract award pursuant to COMAR 21.06.02.02. The State also reserves the right to accept or reject, in whole or in part, any and all bids received in response to this IFB that are not acceptable, responsible or responsive, or as is otherwise permitted by law, and to waive or permit cure of minor irregularities in any manner necessary to serve the best interests of the State of Maryland.

1.12 Bid Proposal Affidavit and Resident Agent

Offerors must submit a completed Bid/Proposal Affidavit, Attachment B, with their Technical Proposal. If an item on this Affidavit is not applicable, please indicate so. All blanks are to either contain an answer or a Not Applicable designation.

Additionally, in order to legally conduct business within the State of Maryland, all corporate entities must appoint and maintain a Resident Agent who receives legal process and other communications on behalf of the entity.

The failure to register and designate a Resident Agent may foreclose or hinder the company's ability to legally enter into contracts and gain access to the state courts. Moreover, it may subject the company to monetary, civil, and possibly criminal sanctions. Also, failure to maintain a Resident Agent may cause your company to fall out of "good standing" within the State. This will subject your license to do business within the State to forfeiture, with monetary penalties assessed to reinstate your company to a "good standing."

1.13 Conflicts of Interest

The Bidder shall consider and resolve any potential conflicts of interest as defined in COMAR 21.05.08.08, which presently exist or which may arise if the Bidder were to provide services to DHCD.

1.14 Incurred Expenses

DHCD and the State are not responsible for any expenses that may be incurred by bidders in preparing and submitting bids in response to this IFB.

1.15 Arrearages

By submitting a response to this solicitation, each Offeror represents that it is not in arrears in the payment of any obligations due and owing the State of Maryland. This includes the payment of taxes and employee benefits. The Offeror shall not become so in arrears during the term of the Contract if selected for contract award.

SECTION 2 – MINIMUM QUALIFICATIONS

The following qualifications are required in order to be considered:

2.1 Presenter Qualifications

- A. The Bidder must identify the individual or individuals who will conduct the training. The proposed Presenter(s) shall:
 - 1. Hold a Bachelor's degree in architecture or engineering, or be registered with a state government as a licensed engineer or architect, or be recognized as a Master Code Official, or have at least ten (10) years of experience related to the International Residential Code.
 - 2. Have a minimum of two (2) years of training experience; and
- B. The Contractor shall be able to provide each participant of the seminar with a certificate indicating completion of the seminar and Continuing Education Unit (CEU) recognized by the International Association for Continuing Education and Training. The CEU shall be accepted by the Maryland Department of Labor, Licensing and Regulation (DLLR) for registered professional engineers if CEU is required by DLLR.

SECTION 3 – SCOPE OF SERVICES

3.1 General Information

The Contractor will be responsible for conducting eight (8), half-day training seminars for the 2015 International Building Code. Each training seminar shall include a review of the 2015 International Building Code, based on Significant Changes to the International Building Code, 2015 edition, issued by the International Code Council, and a general review of the Maryland Building Performance Standards.

3.2 Training Curriculum

The training curriculum shall be developed by the Contractor in conjunction with DHCD staff and will include, at the minimum:

- A. The Contractor shall design and produce a student workbook that contains a review of the 2015 International Building Code, Significant Changes to the International Building Code, 2015 edition, issued by the International Code Council, and a general review of the Maryland Building Performance Standards.
- B. The Contractor shall provide audio-visual tools for instruction (i.e. Microsoft PowerPoint or other DHCD approved electronic presentation tools).
- C. The Contractor shall provide supplemental classroom handout materials for students as appropriate.

- D. The training curriculum will include, at minimum, the following materials related to the 2015 International Building Code:
- Chapter 2 through Chapter 24 of the 2015 International Building Code.
 - Chapter 2 through Chapter 24 of Significant Changes to the International Building Code, 2015 edition, issued by the International Code Council.
 - Any addendum to the Code, updated standards or new regulations issued by the federal government or State of Maryland.
- E. The Contractor will provide a draft power point presentation two (2) weeks before the first scheduled training session. DHCD will provide comments for corrections to the Contractor within (1) one week of the submittal. Prior to starting the last 4 training seminars for fiscal year 2016, the Contractor is required to have one meeting at DHCD with DHCD staff to go over the power point and the workbook to finalize any needed updates or changes to the power point and amendments to the workbook.

3.3 Training Sessions

- A. The Contractor shall conduct eight (8) half-day training sessions at various locations as arranged by DHCD. Training dates will be finalized in consultation with the Contractor.
- B. It is anticipated that each session will have approximately 50 participants. All sessions combined will be able to accommodate up to a total of five hundred (400) participants.
- C. The Contractor is required to provide and distribute seminar evaluation forms to each seminar participant. The completed forms are to be collected from the participants by the Contractor and returned to DHCD after each training session.
- D. DHCD will be responsible for providing suitable training rooms, will arrange for the registration of students, and will provide the approximate number of attendees to the Contractor prior to the scheduled training sessions.
- E. The dates and locations of the training sessions to be held are tentatively scheduled as follows and are subject to change at the discretion of DHCD.

4 Training Seminars at 4 Training Sites for Fiscal Year 2015 (to occur between signed contract and June 30, 2015):

Training Session 1 – [TBD]
Worcester County Government Center
One West Market Street
Snow Hill, MD 21863

Training Session 2 – [TBD]
Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21740

Training Session 3 – [TBD]

Department of Housing and Community Development
Main Conference Room
100 Community Place
Crownsville, MD 21032

Training Session 4 – [TBD]

Heat Center
1201 Technology Drive
Aberdeen, MD 21014

*At some point during Spring, 2015, DHCD will relocate its agency to 7600 Harkins Road, New Carrollton, MD.

4 Training Seminars at 4 Training Sites for Fiscal Year 2016 (to occur between July 1 and June 30 2016:

Training Session 5 – [TBD]

Worcester County Government Center
One West Market Street
Snow Hill, MD 21863

Training Session 6 – [TBD]

Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21740

Training Session 7 – [TBD]

Department of Housing and Community Development
Main Conference Room
7600 Harkins Road
New Carrollton, MD

Training Session 8 – [TBD]

Heat Center
1201 Technology Drive
Aberdeen, MD 21014

3.4 Training Sessions Presentation Materials

- A. The Contractor shall conduct the training sessions using PowerPoint (or similar software), a computer and an LCD projector, all of which are to be supplied by the Contractor.
- B. The Contractor shall provide a workbook for each on-site student based upon the power point/webinar presentation, on 8 ½ X 11 inch paper, neatly bound, with space to add notes.
- C. Upon completion of the training sessions the Contractor shall deliver all presentation materials, which are owned by DHCD, to DHCD in electronic format prior to the final

payment. The webinar developed during the training sessions shall be owned by DHCD for future use at its discretion.

- D. The Contractor shall make available to DHCD for further and future use at its discretion, all training material developed as a result of this Contract and/or used during the training sessions.

SECTION 4 – TECHNICAL OFFER AND PRICE BID CONTENT

4.1 Format

All technical offers shall be prepared with a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of this IFB. Bidders are requested to write their technical proposals so that responses correspond to and are identified with the specific subsections of the IFB.

4.2 Technical Offer Content

Technical proposals submitted in response to this IFB shall contain the following information:

- A. Bidder's Technical Qualifications - This section shall present the Bidder's qualifications, by providing the following information:
1. Identification of the proposed presenter(s) and a current resume for each individual identified.
 2. Written of ten (10) years of experience related to the training topic, and certification as a qualified instructor as described under Section 2.1, Presenter Qualifications, or documentation of architectural or engineering degree, or registration with a state government as a licensed engineer or architect, or recognition as a Master Code Official.
 3. Written evidence that the Contractor can provide the required CEUs.
 4. The names, addresses, and telephone numbers of at least two (2) current or immediate past clients for which training sessions were held. References are to include the name, title, telephone number and email address of a proper contact person.
- B. A narrative containing the Bidder's approach and understanding of the scope of work. This section shall include a preliminary outline and description of the training session to be provided.

4.3 Price Bid Content

The Bidder shall include the following in the price bid submission:

- A. A fixed price for curriculum development and the conducting of eight (8) half-day training sessions; and
- B. A price for the cost of materials per student multiplied by 400 students. This number is provided for the purposes of comparing bids only; the Contractor will be compensated based on the actual number of attendees.

These prices will be irrevocable for a period of Ninety (90) days from proposal due date. The procurement Officer may extend this period, with bidder's consent.

SECTION 5 – BID EVALUATION AND CONTRACT AWARD

5.1 Qualifying Bids

The Procurement Officer will review each bid for compliance with the requirements of this IFB. Failure to comply with any requirements will normally disqualify a bid; however, the State may waive minor irregularities when it is in the State's best interest to do so, pursuant to COMAR 21.06.02.04.

DHCD reserves and assigns to the Procurement Officer the right to determine which Bidders have met the minimum qualifications listed in Section 2.1. The Procurement Officer reserves the right to reject in whole or in part any and all bids received as a result of this IFB that are not acceptable, responsive or responsible, or as otherwise provided by law. Bidders whose proposals are not accepted will be notified in writing.

5.2 Evaluation Committee and Evaluation Criteria

The Procurement Officer shall establish an Evaluation Committee that will assess the technical offer based on the Bidder's approach and understanding of the scope of work.

5.3 Technical Proposal Acceptance

To be acceptable, a Bidder shall meet all minimum qualifications and be classified initially as being reasonably susceptible for selection for award by the evaluation committee.

After technical offers are evaluated, the price bids will be publicly opened. At least 24 hours prior to the bid opening, the Procurement Officer will notify by telephone or email all qualified Bidders determined to be acceptable, and will provide the location and time of the public bid opening.

The Procurement Officer will notify in writing those Bidders whose technical offers were determined to be "unacceptable," and will return the price bids to the Bidders unopened.

5.4 Price Evaluation and Award

DHCD shall award a contract to the responsible Bidder with an acceptable technical offer and the lowest bid price.

By submitting a bid, a Bidder shall be deemed to have accepted the terms of this procurement and the resulting contract.